

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1202 **TITLE:** HUMAN RESOURCES GENERALIST II **GRADE:** S-24

DEFINITION:

Under general supervision, independently performs full-performance professional human resources work, serving as the professional resource within a department for all Human Resource related issues and questions; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Positions within the Human Resources Generalist II class perform professional full performance level human resources work for a department which is operational in nature.

ILLUSTRATIVE DUTIES:

(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)

Provides managers with guidance on employment, employee relations and other HR issues;
Makes recommendations and revisions to Departmental HR Policies & Procedures;
Gathers, tracks and analyzes HR metrics, reports, and plans;
Manages on-boarding, exit interviews, and other HR related Departmental programs;
May supervise clerical and/or paraprofessional personnel in HR related matters.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)

Knowledge of human resources administration and management principles and practices;
Ability to perform a variety of increasingly complex work in human resources;
Ability to communicate effectively orally and in writing;
Ability to use word processing, spreadsheet, and presentation software to prepare documents and store, manipulate, analyze and present information;
Ability to train and supervise staff.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to:
Graduation from an accredited four year college or university with a bachelor's degree in human resource management, public administration, or a related field; PLUS
two years of professional level human resources experience.

CERTIFICATES AND LICENSES REQUIRED:

None

NECESSARY SPECIAL REQUIREMENTS:

None

REVISED: October 30, 2010
ESTABLISHED: August 23, 2010